Robert Smith

Spanish Instructor/Representative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Fully Bilingual- Spanish and English, Translator.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Proven success in a supervisory role developing global health annual budgets, managing individuals, boards, committees and project teams comprised of internal and external professionals.

WORK EXPERIENCE

Spanish Instructor/Representative

Desoto Parish School Board / Blazin Brook Management - August 2015 – 2020

Responsibilities:

- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by Texas Education.
- Agency, Board of Trustee policies, and administrative regulations.
- Establish efficient classroom management procedures.
- Establish and maintain standards of pupil behavior.
- Establish a system of student evaluation within the guidelines prescribed in state law or adopted by the school district.
- Continually evaluate and record various aspects of students progress and report to parents as needed and required.

Spanish Instructor

EES (Executive English Solutions) - 2012 – 2015

Responsibilities:

- Instructor in charge of one-to-one and group lessons oriented to foreigners visiting Chile, basically adults.
- The instructor is in charge of preparing students to face daily situations at work, and outside their homes in a foreign country.
- The instructor is in charge of preparing material (paper based/internet/software/audios), tests and evaluations, reports, homework.
- Teaching methods may vary depending on the needs and the skills the learner/s may have.
- Normally the main focus is oral and written communication, therefore grammar, vocabulary and other skills are mainly acquired through speaking, reading, listening and writing.
- It is also important to mention that students are requested to participate actively in class, the instructor is merely a guide..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Art in English - (Sam Houston State University)

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